



U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

Passport renewal for minors age 16 - 17 will be processed by appointment only

To make an appointment go to
[Appointment system](#)

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that the child's **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If the child has never had or applied for a social security number, one of the child's parents will be required to submit a declaration under penalty of perjury that the child was never been issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at another U.S. consular facility overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

Minor applicants (age 16 - 17)

The day of the appointment applicants should bring:

- ☐ Passport application **form DS-11** filled out online and printed. Go to: <https://pptform.state.gov/>
- ☐ Current or previous expired U.S. passport (if applicable). If your current passport is unavailable, please read instructions [Replacement of a Lost Stolen or Damaged Passport for Minors Age 16 -17](#) (PDF – 59KB).
- ☐ **Proof of U.S. Citizenship.** The most common evidence of citizenship is at least one of the following:
 - Current/expired U.S. passport
 - U.S. Birth Certificate, long form that includes the child's parents names (original or certified copy).
 - Certificate of Naturalization from DHS.
 - Consular Report of Birth Abroad (Form FS-240).

- Certificate of Report of Birth (Form DS-1350).
- Certificate of Citizenship from DHS.

NOTE: Social security card is NOT proof of citizenship.

- ☐ **Proof of identity.** Common identity documents include:
 - School identification card.
 - School diploma.
 - Residency card.
 - Acceptable proof is any government/official document with **both name and picture**.
- NOTE: A birth certificate is NOT proof of identity.

- ☐ **One color passport photo, 2” X 2” on a white background.** Check [photo](#) requirements.

- ☐ A series of printed pictures that show the changes in the applicant’s physical appearance since their last passport photo (optional, but may be requested by the Consular Officer).

- ☐ **Fee payment** (to pay at U.S. Embassy):
 - First time passport fee for minors is US\$145.
 - It can be paid in cash (in Quetzales or US dollars), credit card (Visa, Mastercard, American Express), or debit card issued by a U.S. bank. Local debit cards are not accepted.
 - **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED CURRENCY.**
 - If you are paying with cash, please bring exact change.

- ☐ At least one **parent must appear with the child and sign the application for parental awareness:**

- ☐ **Proof of identity for at least one parent or the authorized legal guardian.** Any government official document with both name and picture, valid and in good condition.
- ☐ In case the parent is unable to sign, the parent will be required to bring a previously known witness and fill out form [DS-71](#). We are not able to accept fingerprints as a substitute of signature.
- ☐ **If neither parent is present, please bring:**
 - Notarized form [DS-3053](#) from one parent
 - Copy of the parent’s valid government ID provided at the time of having the form DS-3053 notarized.

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Passport applications are sent to the United States for printing and takes approximately **ten business days** to process. Your process will be delayed significantly if you are missing any

of the requested documents. You will receive a pick-up note indicating when your passport will be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).